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ABSTRACT

A study was made of library services in the Kiamichi Economic Development District of Oklahoma (KEDDO). Since six of the seven counties in the district belonged to the Chocktaw Nation Multi-County Library System (CNMCLS), particular attention was given to the seventh county, Pushmataha. The population, socioeconomic factors, transportation system, and industrial development in KEDDO were considered. Analysis of both the CNMCLS and the Pushmataha County Antlers Library showed that while the libraries of CNMCLS did not entirely meet Oklahoma state standards, CNMCLS was providing better services than Pushmataha County. Two possibilities for reorganization were proposed: (1) a joint city and county library could be formed, or (2) Pushmataha County could join CNMCLS and enjoy the benefits of CNMCLS's mail-a-book services; bookmobiles; centralized bookkeeping, book processing, and ordering; specialized equipment; larger book discounts; broader tax base; reference center; personnel training programs; and special programs for patrons. A specific recommendation was made that the Antlers Public Library Board of Trustees review existing policies and procedures and develop a written library policy. Appendixes include state and national library standards, CNMCLS salary and personnel classification schedules, a CNMCLS activities report, and a sample survey form. (LS)

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ED118098

KIAMICHI ECONOMIC DEVELOPMENT
DISTRICT OF OKLAHOMA

A REPORT ON LIBRARIES

SUBSTATE PLANNING DISTRICT III

CHOCTAW - HASKELL - LATIMER
LE FLORE - MC CURTAIN - PITTSBURG
PUSHMATAHA

U S DEPARTMENT OF HEALTH,
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Wanda Rinderer
Research Assistant

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DISTRICT OF OKLAHOMA

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INTRODUCTION

As a functional part of any attempt at community development, the library services given the general populace of an area must be considered and developed to the utmost. The services provided should be more than a mere "book collection" with the ultimate goal being the assisting in the human fulfillment of educational and cultural needs.

In this report, a dual approach was given to the indepth study of the library facilities and services of the KEDDO area. There is a brief summation of the Choctaw Nation Mult-County Library System, its facilities, services and unique programs geared for rural Oklahoma participation, but primarily this report is for the residents of a county not presently utilizing the multi-county library services, Pushmataha County.

It is the sincere hope that the following report narrative with its recommendations and appendix material shall provide the necessary information for the citizens and local elected officials to determine the type and magnitude of library services provided in Pushmataha County.

Further, the information presented should also serve as a continual guide to the other KEDDO counties, their library boards, librarians, staff assistants and, most importantly, those concerned citizens who seek to improve library services.

AREA PERSPECTIVE

The KEDDO planning region consists of the seven contiguous southeastern counties of Oklahoma which are Choctaw, Haskell, Latimer, LeFlore, McCurtain, Pittsburg, and Pushmataha. (See Map 1). The district is 8,338 square miles in area and is bordered by Arkansas on the east and Texas to the south.

POPULATION

The population figures of the KEDDO counties are usually classified as rural non-farm with inhabitants residing either in small towns and villages, or open countryside. The total population within the district, according to the 1970 Census of Population, was 141,005. During the period 1950-1970, the urban portion of the district grew from 23% to 33.5%; still relatively rural in contrast to the state's increase from 51% to 68%. The principal urban places in the district are McAlester (18,802) in Pittsburg County, Hugo (6,585) in Choctaw County, Idabel (5,946) in McCurtain County and Poteau (5,500) in LeFlore County. Out of the seven counties, only Pittsburg County has a majority of urban residents according to the definition of urban populations provided by the Bureau of Census. The other six counties all have less than 50% urban residents with one of the six having no urban population. As a comparison, 68% of the state's population taken as a whole is considered urban. Approximately 50% of the district's population reside in municipalities of 1,000-2,500 people. Population per square mile in 1970 ranged from a high of 30.2 in Pittsburg County to a low of 6.6 in Pushmataha County. (See Tables No. 1 and 2 for a population analysis and future projection.

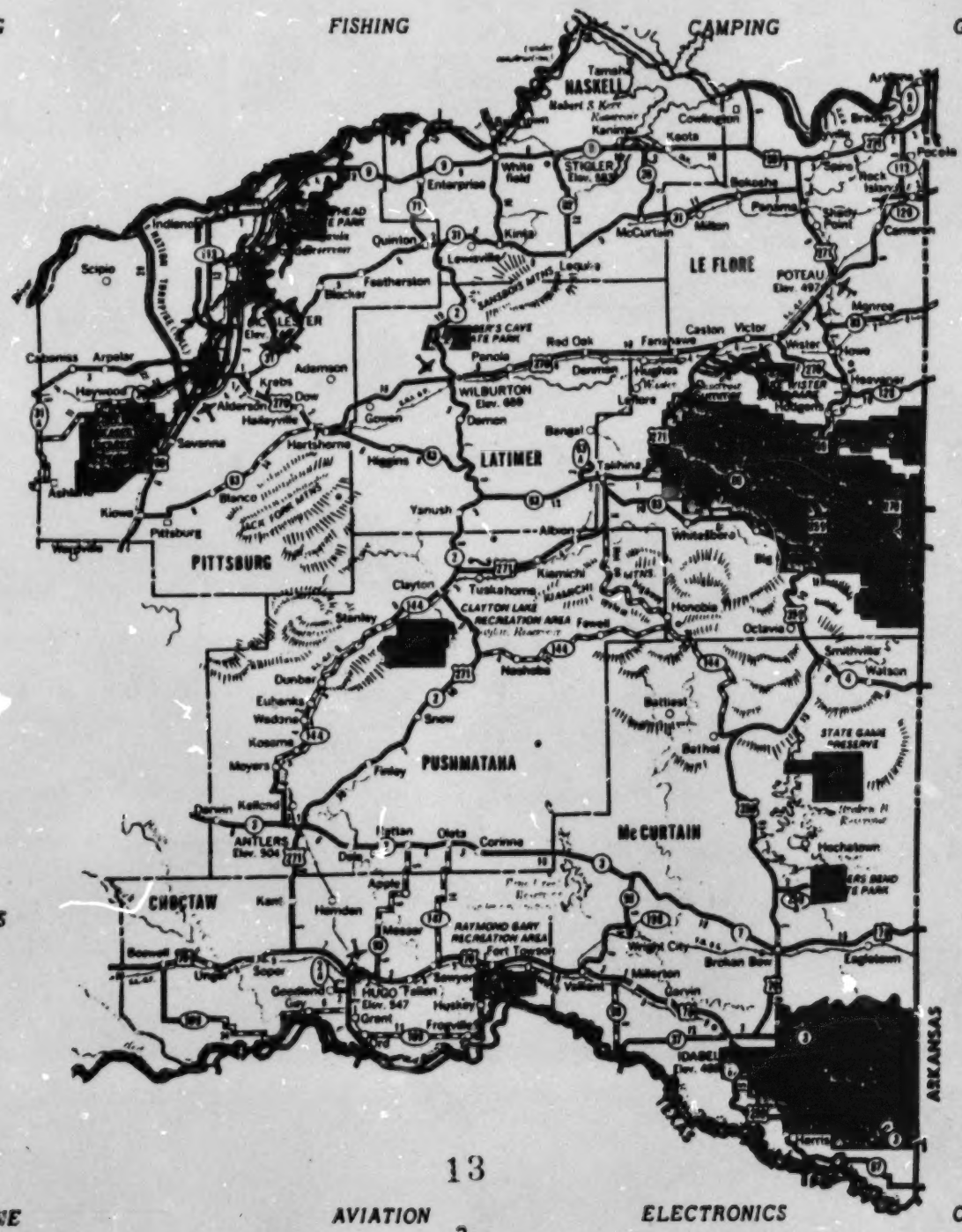
MAP 1

KIAMICHI COUNTRY

RECREATIONAL PARADISE, POTENTIAL INDUSTRIAL EMPIRE AND THE HOME OF

141,000 FRIENDLY PEOPLE

HUNTING *FISHING* *CAMPING* *GAS*



LUMBER

WATER

PLASTICS

LIMESTONE *AVIATION* *ELECTRONICS* *COAL*

TABLE 1

POPULATION OF AREA

COUNTY

POPULATION	CHOCTAW	HASKELL	LATIMER	LEFLORE	MCCURTAIN	PITTSBURG	PUSHMATAHA	TOTAL AREA
1970 Total	15,141	9,578	8,601	32,137	28,642	37,521	9,385	141,005
Urban*	6,596	2,347	2,504	10,191	8,926	18,802	2,685	52,051
Non-Urban	8,545	7,231	6,097	21,946	19,716	18,719	6,700	88,954
White	11,704	9,070	7,744	29,556	22,705	33,588	8,607	122,974
Non-White**	2,511	92	114	1,230	3,977	2,794	204	10,922
Indian and Other	926	416	743	1,351	1,960	1,139	574	7,109

*Incorporated urban places with 25,000 population and over or, if none, the largest (or combination of the largest) urban places in county.

**Age group data listed above as "Non-White" is for Negro and Spanish American only; other "Non-White" races are included as "Indian and Other."

TABLE 2

POPULATION PROJECTIONS BY COUNTY

County	1960	1970	1973	1975	1980
Choctaw	15,637	15,141	16,800	18,200	20,400
Haskell	9,121	9,578	9,600	9,400	9,700
Latimer	7,738	8,601	9,100	9,300	10,100
LeFlore	29,106	32,137	32,800	34,500	37,000
McCurtain	25,851	28,642	33,800	36,500	40,400
Pittsburg	34,360	37,521	36,500	37,200	37,700
Pushmataha	9,088	9,835	9,600	9,800	10,100
Totals	130,901	141,455	148,200	154,900	165,400

Source: Oklahoma State Employment Commission

The age distribution of the seven county area deviates significantly from the state. Especially meaningful to library services are the large groups in the 0-17 and 65+ age groups vis-a-vis the smaller groups in the 18-54 bracket.

Table 3

Percentage Population by Age Groups

1970 Census 5th Count

Ages	KEDDO	Oklahoma
0-17	32.97	32.70
18-24	8.86	11.75
25-54	31.52	33.18
55-64	11.58	9.93
65+	15.05	11.71

The present populations are reflective of the area's heritage with substantial minority populations. The following table compares the minority populations of KEDDO and the State.*

Table 4

	KEDDO	% KEDDO	OKLAHOMA	% STATE
Total Population	141,005		2,559,229	
Total Black Population	10,061	7.14	171,894	6.71
Total American Indian Population	8,144	5.78	98,468	3.81
Total Black Indian Population	18,205	12.91	270,360	10.56

*Since this information is taken from the 1970 Census counts and many people have refused to indicate true racial backgrounds, minority populations are undoubtedly higher than indicated.

SOCIO-ECONOMIC FACTORS

Relatively low income levels characterize much of the seven county area. Compared with the state at large, KEDDO has almost twice the percentage of families with low income below poverty level:

Percentage of Families Below Poverty

KEDDO	STATE
27.75	15.05

Table 5

Unemployment Rate As of September 1975

County	Rate
Choctaw	10.7
Haskell	8.6
Latimer	13.1
LeFlore	7.9
McCurtain	17.5
Pittsburg	12.0
Pushmataha	9.0

Per capita income for the district in 1970 was $1,927. The variation between the district's counties in per capita income ranged from a high of $2,234 in Pittsburg County to a low of $1,572 in Pushmataha County.

Poor living conditions go hand in hand with the low income level. The District has a higher percentage of units with 1.01 or more persons per room than any other planning region in Oklahoma. Only 16.7 percent of the towns in the seven-county area are reported to have a housing code.

Compounding problems of social and economic development within the region are low educational attainment levels. Table 6 provides the District educational attainment for persons 25 years and over.

Table 6

Education of Persons 25 and Over

Years	Number
None	1,991
1-7 Years	23,333
8 Years	13,982
9-11 Years	15,263
12 Years	17,675
13-15 Years	5,757
16+ Years	4,031

The average district percentage of persons having completed four or more years of college is 4.91% with a high in Latimer County of 5.96%, as compared to the state average of 5.76%.

TRANSPORTATION

Transportation within the district is limited in some portions, due to the rugged mountainous terrain. Rural county roads compose the major portion of road mileage having 84 percent of the total 7,622.17 miles of county and state highways.

There are no major airports or airline services within the district, although there are many municipal airports, for private planes (usually located at the county seat in each county). Bus and rail services are restricted with regard to passenger service, and in many areas they are nonexistant.

INDUSTRIAL DEVELOPMENT

The Kiamichi District has attracted a variety of industries due in part to the area's abundance of natural resources and diversified labor force. The region has an adequate supply of water, coal, natural gas, building stone, limestone, sand and river gravel, in addition to a favorable climate for forest growth. Weyerhaeuser Corporation has chosen McCurtain County as the location for its enormous and multifacted lumber and paper operations which are still undergoing expansion. The region has a number of smaller independent sawmills that give employment to over 1,000 persons.

Table 7 reflects the percentage of employment within the district for nine different industrial types. Choctaw, Haskell, and Pushmataha Counties show the largest percentage of labor force in agriculture, forestry and fishing. However, McCurtain County has the largest total number of farm workers.

One industry not included in Table 7 is the entertainment and recreation services industry within the region. The higher proportions of persons employed within this industry are located mainly in the larger cities and towns. However, in overall perspective, this industry does not employ in excess of one and one-half percent of the work force. As the recreation potential of the mountains, streams, and lakes of KEDDO is more widely discovered, employment in this industry is likely to expand.

TABLE 7

Employment by Industry Type
(Percent of Total Employed Population)

	CHOCTAW	HASKELL	LATIMER	LEFLORE	MCCURTAIN	PITTS.	PUSH.	OKLAHOMA
Agriculture, Forestry, and Fisheries	8.35	12.53	6.79	5.49	6.71	3.02	8.86	5.33
Mining	0.89	4.30	2.63	3.67	0.24	0.60	0.42	3.50
Construction	10.80	16.02	9.21	10.15	10.58	7.48	13.38	6.93
Manufacturing	17.97	10.91	12.04	23.76	30.59	15.26	13.08	15.77
Lumber and Wood Products	3.82	1.76	1.45	6.58	17.89	0.05	9.07	0.70
Other Durable Goods	2.14	3.32	3.47	5.65	3.34	7.76	2.49	8.51
Food Processing	4.78	3.39	0.00	1.93	3.62	1.39	0.42	1.54
Textiles	6.23	1.66	6.38	2.18	3.58	4.09	0.89	1.19
Other Non-durable	1.00	0.78	0.73	2.71	2.17	1.97	0.63	3.83
Transportation, Communication, and Utilities	8.10	5.62	7.56	5.80	4.59	5.98	4.18	6.80
Health Services	6.12	5.18	6.91	6.55	4.33	6.08	9.16	5.98
Educational Services	7.16	8.20	20.57	7.40	8.01	6.11	8.69	8.56
Public Administration	4.66	7.28	8.16	4.25	4.24	22.83	7.85	7.81
Wholesale and Retail Trade	22.22	19.44	15.68	19.27	19.03	16.77	19.16	21.59

PUSHMATAHA COUNTY

This study will primarily concentrate on expanding the present library services in Pushmataha County. Outlined below in figure 1 are some 1970 demographic statistics for this county.

Figure 1

Demographic Data For Pushmataha County

	Population	Race	Number
Urban	2,685	White	8,607
Rural Non-farm	5,009	Negro	155
Rural Farm	1,691	Indian	617
		Other	6

Age	Number
0-17	3,195
18-24	552
25-54	2,763
55-64	1,218
65+	1,657

Education of Persons 25 and Over

Years	Number
None	105
1-7 Years	1,643
8 Years	1,132
9-11 Years	1,020
12 Years	1,123
13-15 Years	362
16+ Years	259

Figure 1 (Continued)

Income	Number (Families and Individual)
- 1,000	371
1 - 3,999	1,570
4 - 6,999	2,417
7 - 9,999	566
10 - 14,999	265
15,000+	108

ANALYSIS OF EXISTING LIBRARY FACILITIES AND SERVICES

INTRODUCTION

Public library services in the seven KEDDO counties are provided for the citizenry through two distinct medians, a multi-six county library system, herein referred to as the Choctaw Nation Multi-County Library System (CNMCLS) and a city operated facility that serves one county. The CNMCLS is comprised of Choctaw, Haskell, Latimer, LeFlore, McCurtain, and Pittsburg Counties. The community operated library facility in Antlers services Pushmataha County. (Map 2)

History of CNMCLS:

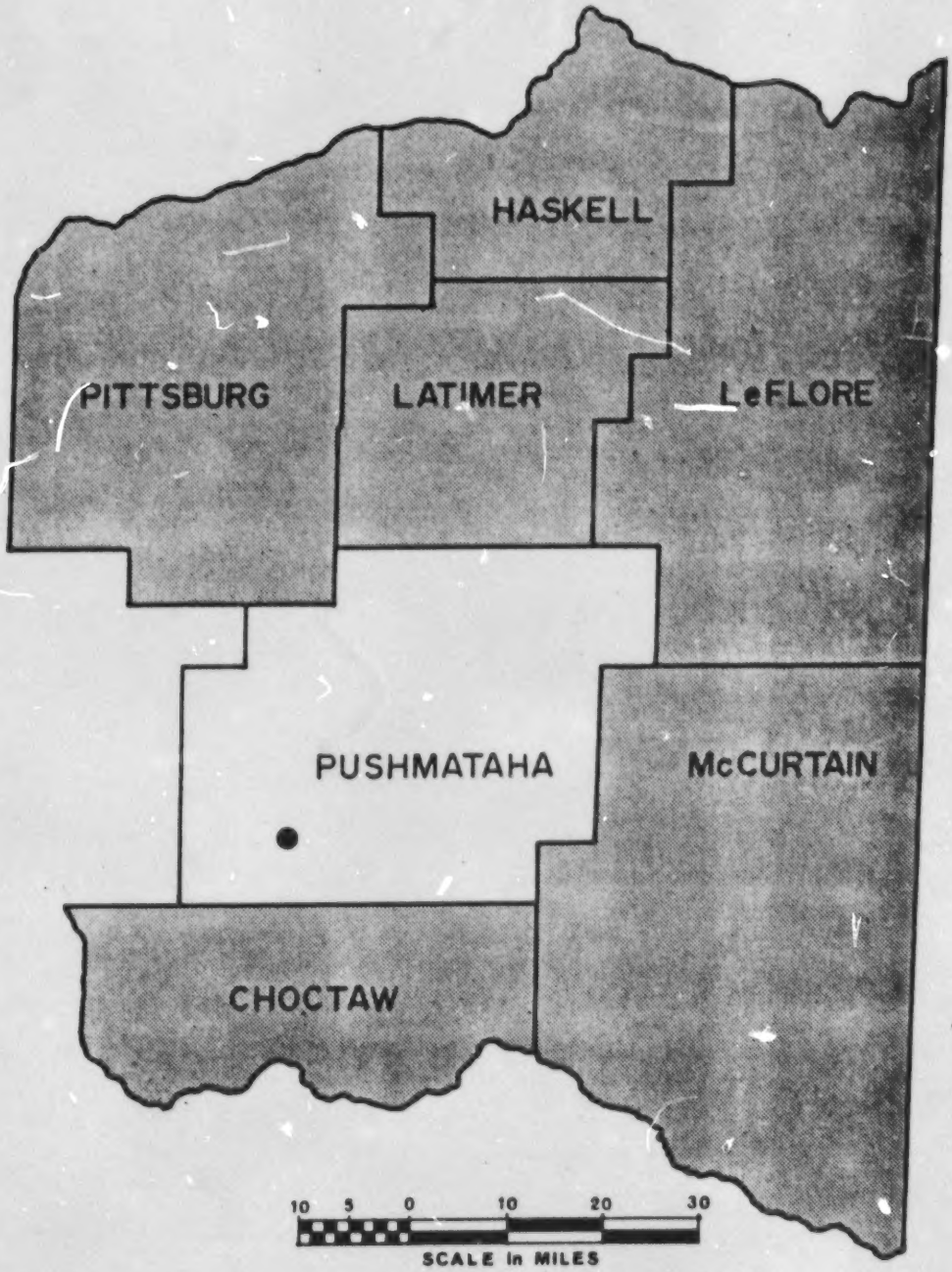
The Choctaw Nation Multi-County Library System began as a demonstration program in 1968 founded upon the Library Services and Construction Act. Administered by the Oklahoma State Department of Libraries, monies were provided for the establishment of a four-county library system. In order to give continuing financial support to the program it was necessary for the voters of the area to vote an operational two mill levy, as authorized by state law. The four counties, Haskell, Latimer, LeFlore, and Pittsburg, voted concurrence with this law, and the CNMCLS was born.

The system was administered by a Library Board of Directors appointed by the County Commissioners and Councils of Cities and Towns of more than 2,000 population. (Where there was no town or city in the County with a population greater than 2,000, the County Seat Town Board chose one member.) Thus, a network of library services was created which served a multi-county area through programs that involved nine community libraries and sixty-three bookmobile stops. The administrative offices were located at the McAlester Public Library, in Pittsburg County.

In 1971, additional demonstration funds became available. These funds were for the implementation of new programs designed to improve

Map 2

PUBLIC LIBRARIES IN KEDDO REGION



LEGEND

● ANTLERS PUBLIC LIBRARY

CHOCTAW NATION MULTI-COUNTY LIBRARY SYSTEM

existing library services. In southeastern Oklahoma, a program was initiated for the inclusion of Choctaw, McCurtain, and Pushmataha Counties into the CNMCLS, a step believed to be beneficial for expanded library services. The necessary tax levy was approved by the voters in Choctaw and McCurtain Counties and subsequently, they become system members.

A millage vote was not held in Pushmataha County, thereby excluding them from membership within the CNMCLS. Reasons for this non-participation were varied. In general there was a reluctance to pass an additional two mill levy, an uncertainty as to the benefits derived from a "demonstration" project, and a lack of uniform support for the issue within the county. At that time, existing library services within Pushmataha County were considered adequate.

ANTLERS PUBLIC LIBRARY

As previously stated, the Antlers Public Library provides the only library services in Pushmataha County. (A small library is located within the Town of Clayton in the northern part of the County. However, because of an absence of qualified personnel to manage this facility, it is inoperative at present.)

Supported primarily by the City of Antlers, the library is administered through a five member Board of Directors, subject to appointment by the City Council as specified in the town ordinances.

Service Area

Pushmataha County, comprising 1,420 square miles with a total population of 9,600, has a population density of about 6.9 persons per square mile. Antlers, the major city and county seat, is located

in the southeast corner of the county. The majority of all socio-economic services (health, industrial, cultural, etc.) are provided in Antlers.

Library services are primarily used by those citizens residing within a twenty mile radius of Antlers. As shown below, of the 1,203 registered library patrons, eighty-three percent (1,000 persons) live either in the City of Antlers or in the surrounding municipalities. Only two percent of the registered library patrons reside in municipalities outside of the twenty mile radius.

Figure 2

Registered Library Patrons

Residence of Patron	Total	% of Total
Municipalities within 20 mile radius of Antlers	1,000	83%
Municipalities outside 20 mile radius of Antlers	20	2%
Rural dispersed throughout Pushmataha County	183	15%
	1,203	100%

Source: Antlers Public Library, Library Registration Files

It should be noted that although the majority of the residents in Pushmataha County are considered rural, sixty-two percent, only a small number are registered with the Antlers Public Library and consequently use the services of this facility. (No doubt, an important variable influencing this phenomena is the placement of Antlers within the County.) Map 2.

An analysis of the library patrons is presented in Table 8. The facilities are used primarily by those individuals with an unemployed status, students and housewives. Conversely, individuals with a steady employment have the lowest percentage of library patronage. It may be surmised, that the library hours of operation is the most important factor influencing this balance.

Library Facility and Services

The Antlers Public Library is located in a single room within the municipal complex. There is a seating capacity for approximately twelve people and a total floor space of 648 square feet. The library is staffed by one person, part-time, and is in operation twenty five hours each week. A comparison of the Oklahoma Public Library Minimum Standards to the Antlers library is shown in Table 8 . These standards were established by the Oklahoma Department of Libraries in their publication "Oklahoma Public Library Goals for '75". (Appendix II) National library standards established by the American Library Association in their publication "Minimum Standards for Public Library Systems, 1966" is found in Appendix III.

The primary service provided by the library is that of book circulation. There is a book capacity of 4,800 volumes of which the majority of these are adult fiction. (Figure 3 provides a percentage analysis) Approximately 100-150 volumes are added annually. Major book categories include: fiction, young adult, juvenile, non-fiction (dewey decimal), mystery, westerns, Oklahoma History, reference, and genealogical. A copy machine and 16 mm microfilm reader is available to the public. A small fee is charged for use of the copy machine.

Table 8

AN ANALYSIS OF ANTLERS PUBLIC LIBRARY PATRONS

by Age, Sex, and Occupation*

Occupation	Age					Age Not listed	Sex		Total
	0 - 6	7 - 18	19 - 45	46 - 65	65+		M	F	
Professional			24	6		63	36	57	93
Student	34	624	9				281	386	667
Housewife		5	51	11	1	145		213	213
Agriculture			2	3		12	15	2	17
Trade			8	2		18	9	19	28
Other		4	24	2	26	129	80	105	185
Totals	34	633	118	24	27	367	421	782	1203

*This data reflects only those Library Patrons that have completed Registration Cards.

Source: Antlers Public Library, Library Registration Files

Figure 3

Summary of Services and Facilities

of the Antlers Public Library

	Total Volumes	Shelving Linear Feet	Floor Space Square Feet	Staff
Actual Library Characteristics	4,800	706	648	1
Oklahoma Minimum Guidelines	10,000	1,300	1,000	1

I. Books - Collections

	Adult Volume	Juvenile Volume	Volumes Added Annually
Total Volumes 4,800	3,310	1,490	100 - 150

	Fiction	Non-Fiction	Reference
Type of Books	3,500	1,100	200

II. Financial Summary

	City of Antlers		Gifts
Source	4,400		Approximately $50.00
	Personnel	Overhead	Books and Equipment
Expenditures	$3,000.00	City Pays	$1,000.00 Books 400.00 Supplies

III. Hours of Operation

Monday 12 p.m. - 5 p.m. Tuesday 12 p.m. - 5 p.m.

Wednesday 12 p.m. - 5 p.m. Thursday 12 p.m. - 5 p.m.

Friday 12 p.m. - 5 p.m. Saturday -0-

Sunday -0-

Although a wide range of reference materials are available in the Library, storage space for periodicals is limited. Consequently, there are only two magazines and no newspapers ordered by the library. The Oklahoma Teletype Interlibrary Loan System (OTIS) may be used by the Librarian as a means to procure requested material that is not located within the Antlers Library.

CHOCTAW NATION MULTI-COUNTY LIBRARY SYSTEM

Service Area

The six counties within the Choctaw Nation Multi-County Library System have a 1975 projected population of 145,000 persons residing within 6,918 square miles. The CNMCLS provides library services to these counties through thirteen branch libraries, two bookmobiles, and mail-a-book services for rural patrons. There are library facilities located at McAlester, Hartshorne, Stigler, Wilburton, Arkoma, Talihina, Poteau, Spiro, Heavener, Wister, Idabel, Broken Bow, and Hugo. The Poteau bookmobile provides service to Pittsburg, Latimer, Haskell, and LeFlore Counties at twenty-two locations. The Idabel bookmobile services Choctaw and McCurtain Counties with fifteen community stops. (Map 3).

Facilities & Services

There are forty-five employees (part-time and full-time) within the CNMCLS; approximately thirty of these individuals are involved with direct library services. (See Appendix IV for a personnel classification and salary schedule) A physical description and book volume inventory of the thirteen branch libraries are provided below.

Figure 4

Library Facilities Within the CNMCLS

COUNTY	COMMUNITY	TYPE OF FACILITY	SQUARE FOOTAGE	1974 BOOK VOLUME
Choctaw	Hugo	renovated WPA building	4,100	6,037
Haskell	Stigler	remodeled Post Office	1,679	11,957

FIGURE 4 CONTINUED
Library Facilities Within the CNMCLS

COUNTY	COMMUNITY	TYPE OF FACILITY	SQUARE FOOTAGE	1974 BOOK VOLUME
Latimer	Wilburton	remodeled WPA Building	1,152	8,775
LeFlore	Arkoma*	Remodeled Post Office	900	3,000
	Heavener	Renovated WPA Building	2,112	6,867
	Poteau	1969 Facility in downtown area	7,000	24,716
	Spiro	Remodeled Downtown Store	1,680	5,366
	Talihina	Remodeled Downtown Store	1,679	6,600
	Wister	Remodeled area within municipal complex	1,250	3,393
McCurtain	Broken Bow	1963 Facility Downtown	1,800	6,007
	Idabel	New facility (fall - 1976) Downtown	10,600	5,385
Pittsburg	Hartshorne	Remodeled Downtown Store	1,920	7,055
	McAlester**	1969 Facility adjacent to Downtown	approx. 20,000	59,203
TOTAL			55,872	154,361

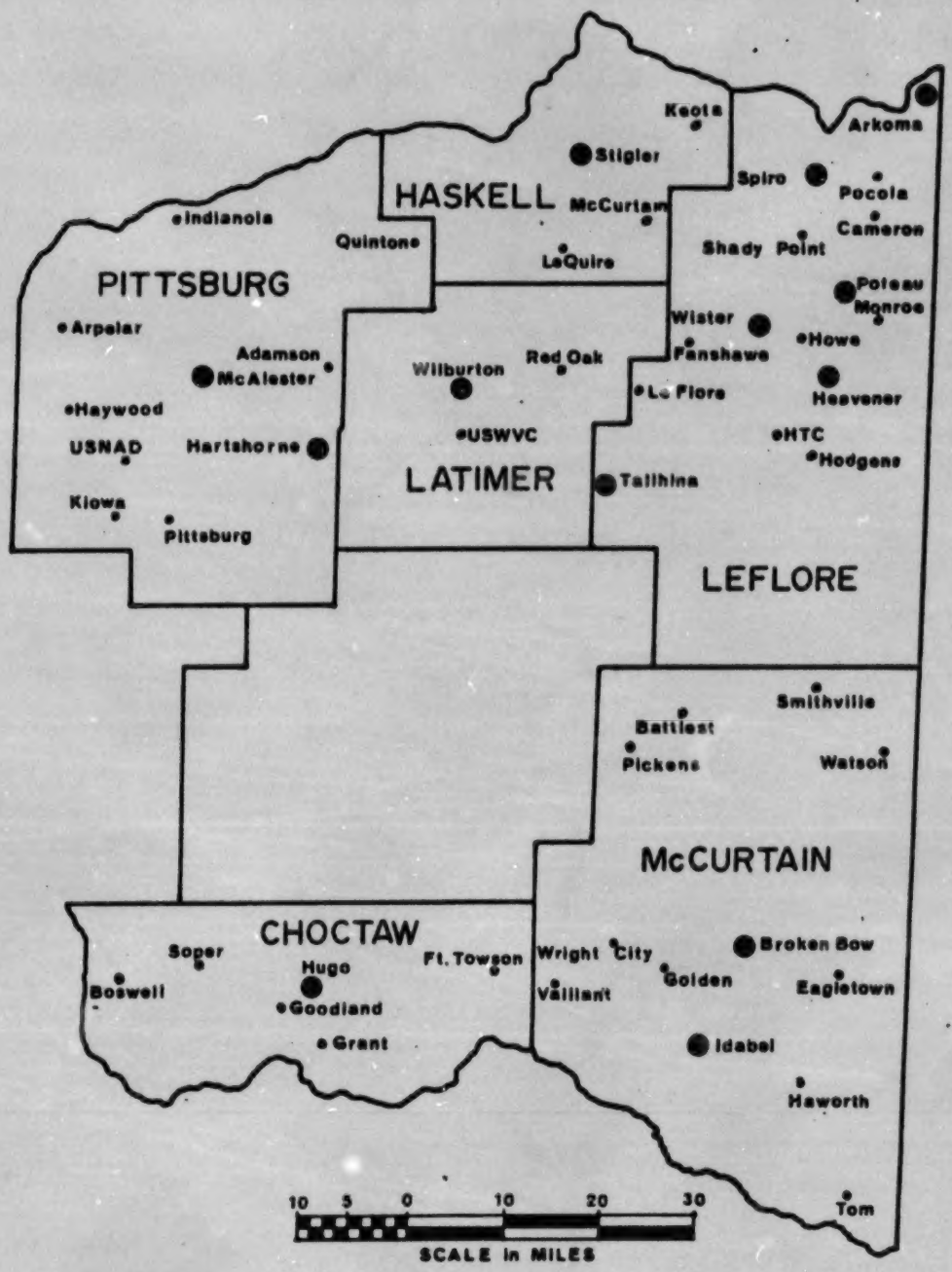
*This facility was opened on February 3, 1975 and consequently, has a small book volume.

**The CNMCLS administrative offices are located at this facility.

Source: Choctaw Nation Multi-County Library System, Administrative Offices; McAlester, Oklahoma.

Map 3

CHOCTAW NATION MULTI-COUNTY LIBRARY SYSTEM



Legend:

- • Bookmobile Stops
- ● Branch Libraries

Services offered by the CNMCLS can be divided into two categories: Patron Services (General, Adult, Children) and Professional Services.

I. Patron Services

A. General Services

1. Book Circulation - There are over 100,000 books within the library system and new books are ordered each month. An annual spring trade gives branch libraries the opportunity to "swap" any extra editions for needed replacements. A wide selection of pamphlets, newspapers and periodicals (20-25 different magazines) are also available.
2. Bookmobile - Each bookmobile holds over 1,500 books and also provides magazines and records. Regularly scheduled stops are made twice a month.
3. Mail-a-Book - A series of catalogs, one major catalog with a selection of 800 titles and two supplemental catalogs each with 100 titles, are mailed annually to residents in rural areas. Book selections are made and returned to the library system on enclosed self-addressed cards. After processing, the books are mailed to the patron. All postage is paid by the CNMCLS. In 1975, over 24,000 individuals were mailed catalogs. Approximately, 15,000 requests have been received to date.
4. Oklahoma TeleType Interlibrary-Loan System (OTIS) - This service is for any citizen who requests material that is not located within the Choctaw Nation library system. Through OTIS, the CNMCLS will try to procure the requested material from another library within the state.

5. Equipment - Equipment available through the branch libraries include: turntables, cassette players, 16 mm projectors, microfilm readers, cassette filmstrips (through the regional coordinator), and photocopy machines at the larger libraries. Films, records, tape recordings, and filmstrips are available for checkout. County histories and newspapers on microfilm can be used within the libraries.

6. Inter-Library Cooperation - All citizens residing within the six counties of the CNMCLS will have borrower privileges at any of the thirteen branch libraries, free of charge. Also, by inter-ccoperation with other library systems, the CNMCLS can receive larger book discounts and maintain a smaller degree of material duplication.

B. Adult Activities*

1. Study and Discussion Groups
2. Forums
3. Book Reviews
4. Continuing Education
5. Workshops and Demonstrations
6. Special Programs and Activities
7. Film Programs
8. Outreach to Shut-Ins
9. Traveling Exhibits and Displays

C. Children Activities*

1. Summer Reading Program Promotions
2. Drama Presentations
3. Story Telling

*For a further delineation of these activities see Appendix V .

4. Film Programs

5. Puppet Shows

6. School Visitations

II. Professional Services

1. Technical Assistance on Library Operations

Regional coordinators are provided to assist the branch librarians with any library problems which may arise. All materials are centrally ordered and processed, thereby eliminating needless duplication.

2. Public Relations - All library publicity is handled through a cooperative approach. Literature is centrally prepared and distributed.

3. There are written policies for all library functions such as personnel, salary, use of materials, book selection, borrower privileges, weeding, etc.

4. Personnel Management - All administrative functions, such as bookkeeping, payroll, time sheets, etc., are centrally performed. This helps to eliminate duplication and gives each librarian additional time to devote to other services.

5. Training Seminars are available for all library personnel.

Anyone wishing to use the services provided by the Choctaw Nation Multi-County Library System who does not reside in one of the six counties within the system, must pay an annual $5.00 fee.

EVALUATION AND RECOMMENDATIONS

This section will set forth the conclusions and recommendations of the researcher based upon an analysis and evaluation of the data, interviews with library staffs and general observations of the planner. These recommendations are intended to serve as guidelines for any individuals who are interested in expanding the present public library services in southeastern Oklahoma.

EVALUATION

The preliminary analysis made in this study indicates that the Choctaw Nation Multi-County System Libraries more adequately meet patron needs than does the Antlers Public Library. There are several services, such as mail-a-book, bookmobiles, centralized bookkeeping, book processing and ordering, specialized equipment, etc., that are not available to the Antlers library primarily because of their exorbitant costs. It is a recognized principle that the larger an operating budget, the greater the number of services that can be provided.

Another advantage of the Multi-County library system is in the nature of book discounts. Because of the large volume of books ordered by the CNMCLS, they receive a price discount of over forty percent. Whereas, the Antlers Public Library, which orders a smaller volume of books from another source, receives a price discount of approximately twenty-one percent.

In evaluating all of the libraries within the KEDDO District, both system and non-system, on an individual basis, not one met all of the minimum standards established in the "Oklahoma Public Libraries Goals for '75". However, it should be noted that strict application of these goals is not feasible when considering the libraries that belong to the CNMCLS. These libraries can easily meet such minimum standards of book volume and staff assistance merely by having access to the various

system services.

The major deficiency of the CNMCLS and the Antlers Public Library is that of space, whether for books, the reader, or the staff. However, the multi-county system libraries do not necessarily need to meet the state minimum library space guidelines since many of the library functions are performed at the system's service center in McAlester, reducing the amount of space needed at the local libraries.

There is a need for expanded library services in Pushmataha County. Because of the size of the county and the location of Antlers within it, the large numbers of rural citizens and a limited library budget, there are many individuals within the county that are presently receiving little, if any, library services. The recommendations listed below will reflect three different alternatives for expanding library services within Pushmataha County.

RECOMMENDATIONS

I. Establish a joint City and County Library in Pushmataha County.

Although the Antlers Public Library is fiscally supported by the City of Antlers, it provides library services to all of Pushmataha County. By establishing a joint city-county library, the present services, book circulation and visual materials, could be expanded with the additional funds. (As authorized by Oklahoma State Law, a joint city-county library may be established contingent upon the passage of an operational levy, not to exceed one-half of one mill.)

The primary disadvantage of the joint city-county library is that it will still not adequately serve the library needs of rural patrons. Because of the low tax base within the county, the additional funds generated by the half-mill levy, approximately $6,000, will not be

enough to support the magnitude of bookmobile or mail-a-book services that would be necessary to provide adequate rural library service. (The estimated 1975 bookmobile operation and maintenance expenditures for the Choctaw County Branch Library of the CNMCLS were $7,157.00. This amount does not include the capital outlays on the vehicle. The estimated 1975 mail-a-book expenditures for Choctaw County were over $6,000.00.)

II. Pushmataha County would join the Choctaw Nation Multi-County Library System.

There are several advantages for Pushmataha County if they obtain membership in the Multi-County system. These include:

1. Adequate library services for the rural citizens through the bookmobile and Mail-a-book services.
2. A larger operational tax base.
3. Joint material purchases that would avoid duplication and provide larger discounts. Materials would also be ordered on a monthly basis.
4. An increase in the book stock, periodicals and book tools-indexes, reading guides and lists, and reference books; newspapers would also be available.
5. Access to centralized services, such as material ordering and processing, prepared catalog cards, advertising, bookkeeping and other administrative functions.
6. Technical advisory services in areas such as building and weeding the book collection, use of space and equipment, book selection and purchase, and specialized services for children's work, art, displays, and public relations.

7. Access to all system equipment, such as 16 mm projectors, turntables, tape recorders, microfilm readers, records, films, filmstrips, cassettes, microfilm, etc.

8. Access to the Multi-County library system reference center for information on specialized reference books and their location.

9. In-service training for all library personnel.

10. Special programs for adults (forums, films, workshops, book reviews, etc.), and special programs for children (story telling, puppet shows, drama presentations, etc.)

The membership of Pushmataha County within the Choctaw Nation Multi-County Library System would be contingent upon the passage of an operational two mill levy by the citizens of the county and the concurrence of the Board of Directors of the CNMCLS.

III. Listed below are some specific recommendations for the Antlers Public Library Board of Trustees, should that facility continue to provide the only library services within Pushmataha County.

1. A review of the library hours of operation to consider the needs of the citizens who are employed.

2. Determine and record library policies on:

   (a) Circulation procedures

   (b) Book selection policies for all types of books (adult, children, fiction, non-fiction, etc.)

   (c) Weeding and inventory procedures

   (d) Public library - school library relations

   (e) Charges for lost books and fines for overdue books

   (f) Acceptance of gifts and memorials

   (g) Public relations and publicity

(h) Expense payment for staff workshops

(i) Payment of dues for state and national organizations

(j) Any special services (non-resident borrower privileges, etc.)

Some advantages to having written policies are they assure fair and equal treatment of public and staff, they reduce misunderstanding and misinterpretation, and they provide a basis to train new employees and orientate new staff members.

3. Establish a library public relations program that would include advertising methods, exhibits and displays both within the library and outside the library (businesses, schools, etc.), reviews, organization meetings, visits to new community citizens, library books to shut-ins, etc.
4. Update the library registration files.
5. "Weed" the library collection at least once a year.
6. Obtain membership in the Oklahoma and National Library Associations.
7. Review and adopt the Oklahoma State library standards and set goals to achieve these standards.
8. Visit other libraries, both independent small libraries and library systems, to learn new approaches of library operations and services.
9. Discuss the feasibility of inter-cooperation agreements with other small public libraries, school libraries, or a library system in the ordering and processing of materials.
10. Establish and continually update the goals and purposes of the public library and set guidelines for achieving them.

APPENDIX I

PUBLIC LIBRARIES AND LIBRARIANS

OKLAHOMA SUB-STATE PLANNING DISTRICT NO. 3 (KEDDO)

Choctaw County

Choctaw County Library
(Branch of CNMCLS)
Mrs. J. Rountree, Librarian
208 East Jefferson
Hugo, OK 74743
(405-326-5591)

Haskell County

Stigler Public Library
(Branch of CNMCLS)
Mrs. Rosalea Welch, Librarian
205 North Broadway
Stigler, OK 74462
(918-967-4801)

Latimer County

Wilburton Public Library
(Branch of CNMCLS)
Mrs. Lois Powers, Librarian
208 North Central
Wilburton, OK 74578
(918-465-3751)

LeFlore County

Arkoma Public Library
(Branch of CNMCLS)
Carol Burgess, Librarian
Box AM
Arkoma, OK 74901
(918-875-3971)

Buckley Public Library
(Branch of CNMCLS)
Miss Margaret Whinnen, Librarian
408 Dewey Avenue, Box #188
Poteau, OK 74953
(918-647-3833)

Heavener Public Library
(Branch of CNMCLS)
Mrs. Beulah Little, Librarian
203 East Avenue "C"
Heavener, OK 74937
(918-653-2870)

LeFlore County (continued)

Spiro Public Library
(Branch of CNMCLS)
June Tobler, Librarian
208 S. Main
Spiro, OK 74959
(918-962-3461)

Talihina Public Library
(Branch of CNMCLS)
Mrs. Caroline McCaslin, Librarian
P. O. Box 369
Talihina, OK 74571
(918-567-2002)

Wister Public Library
(Branch of CNMCLS)
Mrs. Laura Duncan, Librarian
Municipal Building
Highway 270
Wister, OK 74966
(918-655-7513)

McCurtain County

Broken Bow Delphian Library
(Branch of CNMCLS)
Mrs. Henrietta Vaught, Librarian
Broken Bow, OK 74728
(405-584-2815)

Idabel Public Library
(Branch of CNMCLS)
Tillie Crow, Librarian
Idabel, OK 74745
(405-286-6406)

Pittsburg County

Choctaw Nation Multi-County Library
System - Service Center
E. W. Strain, Director
401 North 2nd Street
McAlester, OK 74501
(918-426-0456)

Pittsburg County (continued)

H & H Public Library
(Branch of CNMCLS)
Mrs. Jewell Surry, Librarian
937 Penn Avenue
Hartshorne, OK 74547
(918-297-2113)

Pushmataha County

Antlers Public Library
Mrs. Freda Brandon, Librarian
City Hall
Antlers, OK 74523
(405-298-3756)

APPENDIX II

OKLAHOMA PUBLIC LIBRARIES GOALS FOR '75

Every Citizen has a right to good library service. However, at present in Oklahoma there are many citizens with either no library service, or a minimal amount. There are 116 individual public libraries striving to give service to 676,565 people, and six library systems are serving 1,034,650 citizens. 617,069 Oklahomans do not have access to public library services at all.

A public library is not a static institution but one that grows with the community and with the requests for increased resources and expanded services. Based upon this belief, it is imperative that all citizens have a means to evaluate their respective library services. Listed below is a set of standards prepared by the Advisory Committee on Public Library Standards for the Board of the Oklahoma Department of Libraries.

It is suggested that these standards be used as a supplement to the American Library Association's Minimum Standards for Public Library Systems, 1966.

OKLAHOMA PUBLIC LIBRARY STANDARDS

I. PUBLIC LIBRARY PURPOSES AND FUNCTIONS

Informational, educational and cultural services to all people of all ages are the prime functions of the public library. These will be economically feasible only through a statewide network of public library system. Such a concept includes cooperation among all types of libraries: public, school, college and university and special.

A. THE LIBRARY IS THE INFORMATION CENTER OF ITS SERVICE AREA:

- multi-county area	With a maximum travel time of
- county	15 minutes for urban areas and
- city or town	30 minutes for rural areas
- trade area	

IT PROVIDES OR LOCATES INFORMATION:

1. FROM ALL TYPES OF MATERIALS IN AND OUT OF THE LIBRARY

Books	Microfilm	Talking Books
Pamphlets	16 mm. Sound	Exhibits
Magazines	Filmstrips	Pictures
Newspapers	Tapes	Documents
Film	Phonorecords	Vertical File Materials

And through bibliographic resources, directories, indexes, and catalogs.

2. FROM OTHER RESOURCES OUTSIDE THE LIBRARY
   a. Other libraries
   b. Other community agencies and individuals
   c. Through the Oklahoma Teletype Interlibrary System (OTIS) directly and indirectly -
      1. Oklahoma Department of Libraries
      2. Oklahoma major resource libraries
      3. Regional bibliographic centers
      4. Library of Congress - other scholarly libraries and resource centers.
3. INFORMATION IS PROVIDED
   a. In person through librarian - assistance for patron
   b. In print for use in and out of the library
   c. Through copy service (photoduplication)
   d. By telephone
   e. Through delivery and by mail for the handicapped, blind and shut-in.

4. FACILITIES PROVIDED FOR INFORMATION SERVICES

   a. Individual patrons - A library (central, branch, or bookmobile within fifteen to thirty minute drive for all people.)

   b. Group facilities - meeting rooms, seminar and study rooms for informational programs, conferences, discussion groups, storyhours.

5. STAFF - UNDER THE DIRECTION OF PROFESSIONAL LIBRARIANS AND INCLUDING SPECIALISTS

   The staff provides instruction in the use of library resources and its services for individuals and groups through:

   a. Tours and seminars

   b. Informational brochures

   c. The news media

6. MAJOR EMPHASIS IS ON SERVICE FOR THE INDIVIDUAL LIBRARY USER, whether connected with business and industry, governmental agencies, research, civic and community services, educational or cultural interests.

B. THE LIBRARY IS A CENTER FOR EDUCATIONAL AND CULTURAL RESOURCES OF THE SERVICE AREA

1. PRIMARY:

   For adults and children using all materials, facilities, and staff mentioned above. Also, cultural programs, listening facilities, pictures for home or office, book lists, and instruction in the use of the library.

2. SUPPLEMENTARY RESOURCE FOR:

   a. Schools

   b. Colleges and universities

c. Museums

d. Churches

e. Other institutions

f. Other civic and cultural groups which may rely on the library for -

1. Materials (books, etc.)

2. Facilities - small auditorium, meeting and conference rooms

3. Instruction in public library use, including group visits

II. LIBRARY COLLECTIONS

(Excerpted from Interim Standards for Small Public Libraries, 1962)

A. Every library should have a written statement of policy covering the selection and maintenance of its collection of books and of non-book materials.

B. Material added to the collection should meet high standards of quality in content, expression and format and should meet the needs and interests of the individual community.

C. The library collection should provide opposing views on controversial topics.

D. The character and emphasis of the collection in a community library should be influenced by the existence of other library collections in the community and area.

E. Selections of materials for the library should be determined by usefulness and should not be limited by format.

F. All materials in a community library should be actively used.

G. Regardless of the size of a community, its library should provide access to enough books to cover the interests of the whole population.

II. LIBRARY COLLECTIONS (continued)

H. The community library should have a sufficient number of standard reference books to supply information most frequently needed.

I. Materials in the library should be organized following an easily understood standard style of indexing and shelf arrangement to facilitate use of the collection by the public and the staff.

III. STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE

A. Libraries should be organized under the Oklahoma Library Code, or if unaffiliated, under other provisions of State law.

B. Organization of the library board, service and personnel policies and procedures, and financial records and accounting for all libraries and library systems should meet all requirements of State law and local ordinances and Federal law when Federal funds are involved.

C. All public libraries should report annually to the appropriate governmental bodies, including city councils, boards of county commissioners, State Examiner and Inspector's Office, and the Oklahoma Department of Libraries.

D. Trustees shall be appointed on the following basis:

1. Members of the board of trustees will be chosen for their value to the citizens, government and library in interpreting the need of the community, the will of the government, and the policies of the library.

2. Provisions will be made for definite staggered terms and for retirement of members of the board to insure new thinking and fresh approaches.

3. The functions of the library board and of the library director should be clearly differentiated. The library board is the

III. STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE

policy making or the legislative body and the library director is the administrative officer.

4. The library boards of all public libraries should adopt by-laws for their own government and should develop, with the assistance of the librarian, written statements of goals for the library and policies, including book selection, service and personnel. The library's statement of goals should include a plan for achieving "Goals for 1975".

5. Board members should be members of state, regional and national library associations and should be encouraged to attend professional library meetings and conferences. Their presence is essential at board meetings, and at regional and state meetings of trustees. Consistent failure to attend meetings is adequate reason for replacement

IV. PERSONNEL

The library must have adequate and competent personnel to render effective service. The library's unique functions of serving as the one unbiased, nonpartisan source of information for all the people calls for personnel of the highest competence and integrity. The selection of qualified staff members, as well as the organization and conditions under which they work, are basic considerations in an institution dedicated to public service, and every possible technique and approach should be used to attract qualified people to the library profession.

ADEQUATE PERSONNEL TO MEET THESE GOALS WILL DEPEND ON:

1. Availability of additional graduate librarians.

IV. PERSONNEL (Continued)

2. Continuous in-service training for all levels of library employees.

3. Sufficient broad-based funding to provide salaries which are competitive with other states.

To meet these needs a concentrated program sponsored jointly by the Graduate Library School at the University of Oklahoma and the State Department of Libraries will be required.

V. TYPES OF LIBRARY SERVICES

Citizens residing in areas of multi-county systems will have access to all of the services outlined below regardless of their community size. Whereas, citizens in cities and towns with unaffiliated libraries will have access only to those services outlined for the respective category.

TYPES OF LIBRARY SERVICES

TYPE OF LIBRARY	SERVICES	HOURS OF SERVICE	PERSONNEL
I. STATE LIBRARY AGENCY Oklahoma Department of Libaries			
II. MAJOR RESOURCE LIBRARIES Oklahoma County System Tulsa City-County System Provide supporting service for all types of libraries	1-General Library Service (through libraries & bookmobiles) a. lending for home use b. Community Information Center c. Reading Guidance 2-General Cultural Services a. Programs b. Study Discussion 3-Book Evaluation Center 4-Processing Center 5-Data Processing Services 6-Reference-Resource Center 7-Inter-library Communication Service (Teletype) 8-Photoduplication 9-Inter-library Loan 10-Telephone Information Service 11-Consultant Services 12-In-service training 13-Program Planning 14-Rotating Displays and Exhibits	66-72 hours per week (7 days, 4-5 nights)	Total Staff: 1/3 Professional, 1 each 2,500 population including: 1. Professional Librarians a. Administrative Services b. Service for Adults c. Service for Young Adults d. Service for Children e. Extension Service f. Technical Services. 2. Subject Specialists a. Business and Technical b. Fine Arts c. Local History d. Social Science & Urban Studies 3. Library Assistants 4. Clerical and Supporting
III. REGIONAL RESOURCE CENTER Multi-County Systems	1-General Library Service (through libraries & bookmobiles) a. Lending for home use b. Community Information Center c. Reading Guidance 2-General Cultural Services a. Programs b. Study Discussion 3-Book Evaluation Center 4-Inter-Library Communication 5-Photoduplication 6-Inter-library Loan 7-Telephone Information Service 8-Consultant Services 9-In-service training 10-Program Planning	66-72 hours per week (6-7 days, 4-5 nights and Saturday	Total Staff: 1/3 Professional 1 each 2,500 population including: 1. Professional Librarians a. Administrative Services b. Service for Adults c. Service for Young Adults d. Service for Children e. Extension Service f. Technical Services 2. Library Assistants 3. Clerical and Supporting

TYPES OF LIBRARY SERVICES

ES	HOURS OF SERVICE	PERSONNEL	COLLECTIONS
ral Library Service gh libraries & bookmobiles)	66-72 hours per week	Total Staff: 1/3 Professional, 1 each 2,500 population including:	1-2 currently useful books per capita of county population 2-All media[1] 3-Add 1/8 vol. per capita annually 4-Add 1/2 adult non-fiction titles published annually 5-25% of collection juvenile 6-Withdrawals 5% annually 7-Subject strength in assigned areas 8-Selective depository of public documents
nding for home use mmunity Information Center ading Guidance ral Cultural Services ograms udy Discussion Evaluation Center essing Center Processing Services rence-Resource Center r-library Communication Service (Teletype)	(7 days, 4-5 nights)	1. Professional Librarians a. Administrative Services b. Service for Adults c. Service for Young Adults d. Service for Children e. Extension Service f. Technical Services. 2. Subject Specialists a. Business and Technical b. Fine Arts c. Local History d. Social Science & Urban Studies 3. Library Assistants 4. Clerical and Supporting	
oduplication r-library Loan phone Information Service ultant Services ervice training ram Planning ting Displays and Exhibits			
ral Library Service (through libraries & bookmobiles)	66-72 hours per week	Total Staff: 1/3 Professional 1 each 2,500 population including:	1-3 currently useful books per capita 2-All media[1] 3-Add 1/6 vol. per capita annually, including 25% new titles published annually 4-25% of collection juvenile 5-Withdrawals 5% annually
nding for home use mmunity Information Center ading Guidance eral Cultural Services Programs Study Discussion Evaluation Center er-Library Communication oduplication er-library Loan ephone Information Service sultant Services service training ram Planning	(6-7 days, 4-5 nights and Saturday	1. Professional Librarians a. Administrative Services b. Service for Adults c. Service for Young Adults d. Service for Children e. Extension Service f. Technical Services 2. Library Assistants 3. Clerical and Supporting	

TYPE OF LIBRARY	SERVICES	HOURS OF SERVICE	PERSONNEL
IV. CITY AND TOWN LIBRARIES Over 5,000 population If unaffiliated, these services only would be available	1-General Library Services a. Lending for home use b. Community Information Center c. Reading Guidance 2-General Cultural Services a. Programs b. Study Discussion 3-Program Planning 4-Publicity, displays 5-Inter-library Loan 6-Photoduplication 7-Telephone Information Service	30-60 hours per week If over 25,000 pop. - 66-72 hours per week 6-7 days, 4-5 nights 5,000-25,000 pop. - 5 days with 2 evenings and Saturday	Staff: 1 each 2,500 population 1. Professional librarian in charge 2. Library assistants 3. Clerical and supporting sta 4. If over 25,000 population, add two professional librarians a. Reference librarian b. Children's librarian
V. COMMUNITY LIBRARIES 2,000-5,000 population towns under 2,000, branches of systems, or served by bookmobiles. If unaffiliated, these services only would be available.	1-General Library Services a. Lending for Home Use b. Ready-Reference c. Reading Guidance 2-Publicity, displays 3-Telephone Information Service 4-Inter-library Loan	At least 20-30 hours per week	Staff: 1 each 2,500 population 1. Library Assistants 2. Clerical and Supporting Sta

[1] ALL MEDIA - The full range of materials: Books, magazines, newspapers, pamphlets, government documents, films, records, microfilm, tapes, slides, exhibits, pictures.

VICES	HOURS OF SERVICE	PERSONNEL	COLLECTIONS
eneral Library Services . Lending for home use . Community Information Center . Reading Guidance eneral Cultural Services . Programs . Study Discussion rogram Planning ublicity, displays nter-library Loan hotoduplication elephone Information Service	30-60 hours per week If over 25,000 pop. - 66-72 hours per week 6-7 days, 4-5 nights 5,000-25,000 pop. - 5 days with 2 evenings and Saturday	Staff: 1 each 2,500 population 1. Professional librarian in charge 2. Library assistants 3. Clerical and supporting staff 4. If over 25,000 population, add two professional librarians a. Reference librarian b. Children's librarian	1-3-4 currently useful books per capita 2-All media, except films 3-Add 1/3 vol. per capita annually 4-25%-30% juvenile 5-Withdrawals 5% annually
eneral Library Services . Lending for Home Use . Ready-Reference . Reading Guidance ublicity, displays elephone Information Service nter-library Loan	At least 20-30 hours per week	Staff: 1 each 2,500 population 1. Library Assistants 2. Clerical and Supporting Staff	1-At least 10,000 currently useful volumes 2-Popular reading 3-Rotating Collection 4-Records 5-General Magazines 6-Add 1/2 book per capita annually 7-1/3 juvenile 8-Withdrawals 5% annually

rials: Books, magazines, newspapers, pamphlets, government
rds, microfilm, tapes, slides, exhibits, pictures.

GUIDELINES FOR DETERMINING MINIMUM SPACE REQUIREMENTS[1]

Population Served	Shelving Space: Size of Book Collection	Shelving Space: Linear Feet of Shelving[2]	Amount of Floor Space	Reader Space	Staff Work Space	Estimate Addition Space Ne
Under 5,000	10,000 vol.plus 4 bks. per capita for pop. over 3,500	1,300 linear ft. Add 1 ft. of shelving for every 8 bks. over 10,000	1,000 sq.ft. Add 1 sq.ft. for every 10 bks. over 10,000	Min. 500 sq.ft. for 16 seats. Add 5 seats per M over 3,500 pop. served at 30 sq.ft. per reader space	300 sq. ft.	1,000 sq
5,000-9,999	20,000 vol. plus 4 bks. per capita for pop. over 5,000	2,500 linear ft. Add 1 ft. of shelving for every 8 bks. over 20,000	2,000 sq.ft. Add 1 sq.ft. for every 10 bks. over 20,000	Min. 700 sq.ft. for 23 seats. Add 4 seats per M over 5,000 pop. served at 30 sq.ft. per reader space	500 sq.ft. Add 150 sq.ft. for each full time staff member over 3	1,000 sq
10,000-24,999	40,000 vol. plus 4 bks. per capita for pop. over 10,000	5,000 linear ft. Add 1 ft. of shelving for every 8 bks. over 40,000	4,000 sq.ft. Add 1 sq. ft. for every 10 bks. over 40,000	Min. 1,200 sq.ft. for 40 seats. Add 4 seats per M over 10,000 pop. served at 30 sq.ft. per reader space	1,000 sq.ft. Add 150 sq.ft. for each full time staff member over 7	1,800 sq
25,000-49,999	75,000 vol. plus 3 bks. per capita for pop. over 25,000	9,315 linear ft. Add 1 ft. of shelving for every 8 bks. over 75,000	7,500 sq.ft. Add 1 sq.ft. for every 10 bks. over 75,000	Min. 2,250 sq.ft. for 75 seats. Add 3 seats per M over 25,000 pop. served at 30 sq. ft. per reader space	1,500 sq.ft. Add 150 sq.ft. for each full time staff members over 13	5,250 sq
50,000 and up	100,000 vol. plus 2 bks. per capita for pop. over 50,000	6,250 linear ft. Add 1 ft. of shelving for every 8 bks. over 100,000	10,000 sq.ft. Add 1 sq.ft. for every 10 bks. over 100,000	Min. 4,500 sq.ft. for 150 seats. Add 3 seats per M over 50,000 pop. served at 30 sq.ft. per reader space	3,000 sq.ft. Add 150 sq.ft. for each full time staff member over 20	10,000 s

[1] Based on Interim Standards for Small Public Libraries, 1962 - updated to provide space for books and personnel recommended in O
For estimates of Building and furniture costs, consult the annual architectural issue of the Library Journal (Dec. 1). For add

GUIDELINES FOR DETERMINING MINIMUM SPACE REQUIREMENTS[1]

ng Space inear et of elving[2]	Amount of Floor Space	Reader Space	Staff Work Space	Estimated Additional Space Needed[3]	Total Floor Space
300 linear ft. d 1 ft. of elving for every bks. over 10,000	1,000 sq.ft. Add 1 sq.ft. for every 10 bks. over 10,000	Min. 500 sq.ft. for 16 seats. Add 5 seats per M over 3,500 pop. served at 30 sq.ft. per reader space	300 sq. ft.	1,000 sq. ft.	3,000 sq.ft. or 0.7 sq.ft. per capita, whichever is greater
500 linear ft. d 1 ft. of elving for every bks. over 20,000	2,000 sq.ft. Add 1 sq.ft. for every 10 bks. over 20,000	Min. 700 sq.ft. for 23 seats. Add 4 seats per M over 5,000 pop. served at 30 sq.ft. per reader space	500 sq.ft. Add 150 sq.ft. for each full time staff member over 3	1,000 sq.ft.	4,200 sq.ft. or 0.7 sq.ft. per capita, whichever is greater
000 linear ft. d 1 ft. of elving for ery 8 bks. over ,000	4,000 sq.ft. Add 1 sq. ft. for every 10 bks. over 40,000	Min. 1,200 sq.ft. for 40 seats. Add 4 seats per M over 10,000 pop. served at 30 sq.ft. per reader space	1,000 sq.ft. Add 150 sq.ft. for each full time staff member over 7	1,800 sq.ft.	8,000 sq.ft. or 0.7 sq.ft. per capita, whichever is greater
315 linear ft. d 1 ft. of elving for ery 8 bks. er 75,000	7,500 sq.ft. Add 1 sq.ft. for every 10 bks. over 75,000	Min. 2,250 sq.ft. for 75 seats. Add 3 seats per M over 25,000 pop. served at 30 sq. ft. per reader space	1,500 sq.ft. Add 150 sq.ft. for each full time staff members over 13	5,250 sq.ft.	16,500 sq.ft. or 0.6 sq.ft. per capita, whichever is greater
250 linear ft. d 1 ft. of elving for ery 8 bks. er 100,000	10,000 sq.ft. Add 1 sq.ft. for every 10 bks. over 100,000	Min. 4,500 sq.ft. for 150 seats. Add 3 seats per M over 50,000 pop. served at 30 sq.ft. per reader space	3,000 sq.ft. Add 150 sq.ft. for each full time staff member over 20	10,000 sq.ft.	27,500 sq.ft. or .55 sq.ft. per capita, whichever is greater

1 Public Libraries, 1962 - updated to provide space for books and personnel recommended in Oklahoma "Goals for 1975". ture costs, consult the annual architectural issue of the Library Journal (Dec. 1). For additional standards on the

[1] nature and quality of the building, see ALA Minimum Standards for Public Library Systems, 1966.

[2] A standard library shelf equals 3 linear feet.

[3] Space for circulation desk, heating and cooling equipment, multipurpose room, stairways, janitors' supplies, toilets, etc. as req
needs and the program of library services.

GUIDELINES FOR DETERMINING MINIMUM SPACE REQUIREMENTS[1] (Continued)

see ALA Minimum Standards for Public Library Systems, 1966.

inear feet.

and cooling equipment, multipurpose room, stairways, janitors' supplies, toilets, etc. as required by community
rvices.

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APPENDIX III

NATIONAL MINIMUM LIBRARY STANDARDS*

1. Every individual should have access to library service freely available in his local community.

2. Every individual should have convenient and planned access to the full range of modern library facilities provided by community, area, state, regional, and federal library agencies.

3. The community library should have sufficient resources to provide the most frequently requested materials from its own collection.

4. The community library should be easy to reach and to use.

5. The establishment and maintenance of public library service should be explicit in the state law.

6. The responsibility of state library agencies for guiding, strengthening, and reinforcing local service should be specified by law.

7. State law should provide for the encouragement and establishment of the library systems, whether by consolidation, federation, and/or contractual arrangements, and should provide adequate financial assistance for the support of such library cooperation.

8. The cost of public library service should be borne by the appropriate governmental units. The practice of providing service through nonresident fees delays the assumption of responsibility of governmental units and should be eliminated.

9. Every local library should be under the jurisdiction of an appropriate public body of official, appointed or elected under legal public authority, and responsible to the government of the locality.

10. The public library should follow established fiscal and related procedures in the jurisdiction of which it is a part.

11. The public library should have full opportunity and regular channels for presenting its financial and other needs to the government which maintains it.

12. The community library should report annually and regularly to local authorities and to the public.

13. The community library should have such freedom to recruit professional and related personnel and to purchase library materials as will ensure quality, efficiency, and economy.

14. Trustees should be selected or elected in accordance with state law for their value in interpreting the needs of the community,

*This reprint is not all inclusive, but is intended to serve as a minimum guideline base for a small public library.

providing governmental leadership, and establishing and maintaining sound library policy. They should not be chosen for partisan reasons.

15. The term of office for trustees should be clearly established by law, setting forth definite staggered terms. Procedures for periodic evaluation of the performance and stewardship of trustees should be instituted to the end of replacing those who are ineffective.

16. Cooperatively the library director, staff, and governmental authority should study, plan, and develop the library's policies.

17. The authority, in most instances, selects and appoints the library director, who serves as chief administrator.

18. When the library director independently changes or fails to follow established policy, or when the governmental authority engages in direct management, one or both are violating standards of sound administration.

19. The library should have its own separate board, funds, and staff, if the taxing authority of a public library corresponds with that of a public school.

20. Public library planning and activities should be designed to encourage the growth of school and academic libraries, the development of centralized school library programs, and the attainment of school library standards.

21. There should be continuous joint planning on a local and area-wide basis among those responsible for public, school, college, and university library service. This should be based on a thorough knowledge of the basic functions of each agency so that complete and coordinated library service may be provided to all students.

22. The public library must have an extensive variety of book and serial titles which it is not economically feasible for each school library to provide. The public library therefore becomes a supplementary resource for elementary and secondary students. Conversely, school libraries will provide duplication of titles needed in quantity by students in their schoolwork.

23. Each library system and each library within the system should adopt a written statement of clear and specific objectives, subject to periodic review and revision.

24. Continuous as well as periodic study of the community should be made through knowledge obtained by participation in governmental planning, through study and coordination of surveys already made by other agencies, through cooperation with other organizations in new studies, or by a library-initiated community analysis.

25. Library staff members should actively participate in the life of the community, its institutions, and organizations.

26. The library should cooperate with community groups and agencies in planning their activities and carrying out their programs, and correlate its own programs with those of other community organizations.

27. All materials should be available for use outside the library except those used frequently for reference service, and rare and fragile items.

28. Policies for circulation should be established to ensure the greatest convenience to the user and the maximum use of materials. Arbitrary limits should not be placed on the number of items lent.

29. To ensure quality service all sources of information and all forms of materials must be consulted.

30. The functions of each library system should include motivation of library use, guidance in location of appropriate materials, and interpretation of materials by and through personal consultation, lists of materials, instruction in the use of the library, displays, arrangement of collection, and radio and television presentations.

31. The library should have up-to-date information about organizations in the community, including personnel, purposes, and activities.

32. The library should have a positive program of service to the groups and organizations in its area.

33. The library system should have materials for, and provide services to, individuals and groups with special needs.

34. The library should sponsor group activities in locations where the public interests and needs are best served.

35. The community library should have a planned and funded public relations program.

36. Data on library performance should be maintained, analyzed, reported, and disseminated regularly, based on definitions of terms and procedures developed by professional groups.

37. Evaluation of library services is a continuous process, but must be supplemented with broader periodic evaluations, including recommendations for future development, made either by the library or by an outside agency.

38. Every library should have a written statement of policy, covering the selection and maintenance of its collection.

39. The needs of the various age and interest groups in the community should be reflected in the library's annual budget allocations for resources and in the continuing selection of materials to meet their needs.

40. Material selected for special groups should conform to the library's objectives for these groups, and should be appropriate to their needs both in format and in literary quality.

41. The collections must contain the various opinions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions.

42. Materials of the required quality, serving the purposes of the library and relating to an existing need or interest, will not be removed from the collection nor will materials lacking these qualities be added because of pressure by groups or individuals.

43. The form in which materials are acquired must be appropriate to the content and use.

44. Annual withdrawals from community library collections should average at least 5 percent of the total collection.

45. Withdrawals made at any level should be offered to the next higher echelon of resources before they are destroyed.

46. Materials used regularly should be in the collection of each community library in sufficient duplication to prevent unreasonable delays in serving the needs of the community.

47. The community library must be able to draw upon large collections, to meet the needs of readers with specialized interests and to supplement and enrich its resources for all users.

48. Community libraries should have regular means to keep themselves informed about other library material resources available in the community and area in order to avoid unnecessary duplication and to arrange for their use by the public.

49. Within each library system there should be clearly defined procedures for coordinating and swiftly communicating information about selection of materials and status of orders.

50. Records should be as simple as possible yet should show at any time what is on order; what has been received; current stage of preparation; and budget expenditures, balances, and encumbrances.

51. Published indexes and other services available to aid in locating information should be utilized whereever possible to avoid unnecessary duplication of effort.

52. Special collections, whether temporary or permanent, which deviate from logical order should be kept to a minimum.

53. Materials should be arranged in logical sequence to provide access for staff and public.

54. Data should be recorded to measure the library's collection, including number of titles as well as number of volumes; to aid in making administrative decisions; to report to official agencies; and as a record of the library's history.

55. Appointments and promotions of personnel in libraries should be on the basis of merit, without regard for race, sex, marital status, national origin, political opinions, or religious beliefs.

56. Each library should have a position classification plan, grouping similar positions for equitable personnel administration.

57. In the classification plan positions should be distinguished as:

    Professional
    Subprofessional
    Clerical

58. Within reasonable limits, duties and responsibilities should be assigned consistent with classification.

59. The professional librarian should be qualified by five years of formal education beyond secondary schooling, including graduation from a library school accredited by the American Library Association.

60. Subprofessional staff members should be college graduates. Besides personal characteristics similar to those required for professional librarians, the subprofessional staff member will, preferably, be working toward graduate library education.

61. Clerical staff members should be high school graduates, with personal qualifications and skills necessary to their positions.

62. The library should provide equitable pay scales based on the position classification plan.

63. There should be a specified probationary period.

64. A written performance evaluation should be made of each employee at least once a year, and discussed with him.

65. Comfortable working conditions should be maintained, including not only proper light, hear, and air conditioning, but provisions for rest and relaxation, lunchroom facilities, efficient layout of work space, and proper tools and equipment.

66. All employees should be covered by retirement plans and insurance.

67. The vacation allowance for persons holding professional positions should be not less than one month annually, and the allowance for other employees should conform if possible.

68. Provision should be made for daily rest periods, and sick leave with pay.

69. Provision should be made on merit for leaves of absence for study and extensive travel, for attendance with pay at professional meetings, and for opportunity during work periods to keep up with professional literature.

70. Staff members should be protected against discharge or demotion without adequate cause and a fair hearing; political, religious, or personal views should not constitute cause for dismissal.

71. The chief librarian should serve as the principal channel of communication between the library staff and the library board.

72. Clearly defined channels of two-way communication between administration and staff members should be set up for discussion and adjustment of individual and staff problems.

73. Cooperation between administration and staff should be encouraged through staff organizations.

74. Policies and practices of personnel management should be codified, periodically reviewed, and made available to all staff members.

75. Professional librarians' salaries should be comparable with salaries for other professions of similar educational requirements with which libraries are competing on a national scale for new recruits.

76. Salary schedules should be adopted with equitable ranges between grades, reviewed annually.

77. Other personnel should receive pay comparable to that received for similar work under similar conditions in the locality.

78. As staff members assume specialized duties or greater responsibilities, compensation should be correspondingly higher to reflect the higher level of performance required.

79. One staff member (full-time or equivalent) should be the minimum provision for each 2,000 people in the service area.

80. Professional staff members should be available to provide professional services to the public at all hours when libraries are open.

81. Planning a new building, renovation of and/or addition to an old structure, or determination of needed rental space should start with a careful study of library needs and objectives, printed materials about library buildings, and visits to existing buildings which resemble the needed facilities. This study should be followed by the preparation of a written building program.

82. The library building and its services should have:

    Readily apparent exterior identification and illumination
    Exhibit space visible from the exterior and interior
    Book and comfortable reading areas visible from the exterior
    Entry access and interior features to facilitate use by the inform and handicapped.
    A directory near the entrance to provide information about services, activities, offices, and their locations
    Easily located and identified service points, areas, and library materials.

83. The several sections of the library which readers use most frequently (book area, reading areas, catalogs, information resources, and service desks) should be located for public convenience and in functional relationship to permit economical operation and ease of supervision.

84. Fixed, load-bearing walls should be kept to a minimum.

85. The quality of lighting is more important than the intensity, but the intensity recommended in most circumstances would be about 50 footcandles of maintained intensity, defined as about two thirds of the new installation intensity, on the reading surfaces.

86. Furnishings and equipment for a public library should be selected or designed with appropriate beauty, durability, comfort, and ease of maintenance to provide a facility that is pleasant and efficient to serve the varied needs and activities of the library's clientele and staff.

87. The site for a public library building should be where the largest percentage of all the people to be served will have access to the library frequently in the normal pursuit of their activities.

88. Storage space and equipment for physical handling of audio-visual and other nonbook materials should preserve such materials from damage and deterioration.

89. The major space in a public library building should be allocated for materials, seating, and services to adults.

90. Space should be allocated for books and services to children.

91. Space should be considered for transitional services to meet the needs of young adults.

92. Physical provision should be made for staff desks to provide advisory service to users in person, information and reference services to users by telephone and in person, and guidance in the use of the library's resources.

93. Book and material lending facilities should ensure rapid, accurate handling of transactions.

94. Quarters must be provided for the personal needs of the library staff.

95. Space as needed should be considered for the following services and functions:

- Photocopy equipment for use by staff and public
- Drive-up book return facilities
- Public rest rooms located for visual control from staff service desks
- Staff book examination space for book selection activities
- Equipment storage, repair shop, and storage for maintenance supplies and equipment.

96. Library space in buildings used primarily for other purposes is a possible location provided all the following requirements are met.

- Structural strenght is sufficient to sustain the dead load of book shelving, and to comply with building codes
- Other programs in the buildings do not create noise and/or safety problems
- Enough space is available for books, readers, staff, and activities
- Access during evening as well as daytime hours is convenient and safe
- The building and space can be identified as a library with exterior and interior signs, exhibits, and posting of service hours.

97. The community library should be located in a place to which residents come often.

98. The community library quarters should have space adequate to provide the library services detailed in the written services and building programs:

Shelving, exhibit, and lending facilities
Space and furnishings for study and informal reading for all age groups
Consultation and guidance to clientele by library personnel
Meeting room and story hour space as needed
Ample staff work space and staff quarters.

99. The community library should be easy to reach....

Maximum travel time to the library: 15 minutes for urban areas and 30 minutes for rural areas.

100. The total program should be evaluated, for one service may cancel out the cost of another.

101. Periodic study of the community....

At least once every ten years.

102. Materials used regularly in the community library: the following chart indicates the percentage of adult nonfiction materials available to meet these requests without interlibrary loan:

Population Served	Percent of Adult Nonfiction Materials Locally Owned
Under 10,000	35% - 50%

103. Quantities of materials recommended...

The community library should add the following proportion of new adult nonfiction trade titles published in English in the United States each year.

Population Served	Proportion of Titles
10,000 - 24,999	10% - 15%

104. There should be a specified probationary period.

105. For every 6,000 population served there should be one professional and two clericals.
In calculating staff provisions and costs the following conditions should be met:

A 35-hour work week, five days a week, should be a standard, but in no case should the work week exceed 40 hours;

No more than two evenings per week;

No more than two Saturdays per month;

A wage differential for evening and Sunday schedules;

A minimum vacation of 20 working days for professional staff and 10 working days for clerical staff, with recognition for longevity in service by increase in vacation allowance;

A three monts leave with pay is recommended for professional staff for every five years of satisfactory service.

Source: Reprinted from the American Library Association's Publication, "Minimum Standards for Public Library Systems, 1966".

APPENDIX IV

CHOCTAW NATION MULTI-COUNTY LIBRARY SYSTEM

SALARY SCHEDULE

CLASSIFICATION	1st		2nd		3rd		4th		5th		6th
LIBRARY ASSISTANT I	3,951.24	30.00	4,311.24	18.00	4,527.24	20.00	4,767.24	20.00	5,007.24	20.00	5,247.24
	329.27		359.27		377.27		397.27		417.27		437.27
	164.54		179.26		188.79		198.31		207.84		218.23
	82.46		89.84		94.61		99.39		104.16		109.37
	1.90		2.07		2.18		2.29		2.40		2.52
LIBRARY ASSISTANT II	4,767.24	20.00	5,007.24	20.00	5,247.24	20.00	5,487.24	20.00	5,727.24	20.00	5,967.24
	397.27		417.27		437.27		457.27		477.27		497.27
	198.31		208.71		218.23		228.62		238.15		248.54
	99.39		104.59		109.37		114.58		119.35		124.56
	2.29		2.41		2.52		2.64		2.75		2.87
LIBRARY ASSISTANT III	5,487.24	25.00	5,787.24	25.00	6,087.24	25.00	6,387.24	25.00	6,687.24	25.00	6,987.24
	457.27		482.27		507.27		532.27		557.27		582.27
	228.62		240.75		253.74		265.86		278.85		290.98
	114.58		120.65		127.16		133.24		139.75		145.82
	2.64		2.78		2.93		3.07		3.22		3.36
LIBRARIAN (PARA-PROFFESSIONAL) IV	6,687.24	25.00	6,987.24	25.00	7,287.24	25.00	7,587.24	25.00	7,887.24	25.00	8,187.24
	557.27		582.27		607.27		632.27		657.27		682.27
	3.22		3.36		3.50		3.65		3.79		3.94
LIBRARIAN I	7,587.24	35.00	8,007.24	35.00	8,427.24	35.00	8,847.24	35.00	9,267.24	35.00	9,687.24
	632.27		667.27		702.27		737.27		772.27		807.27
	3.65		3.85		4.05		4.25		4.46		4.66
LIBRARIAN II	8,847.24	40.00	9,327.24	40.00	9,807.24	40.00	10,287.24	40.00	10,767.24	40.00	11,247.24
	737.27		777.27		817.27		857.27		897.27		937.27
	4.25		4.49		4.71		4.95		5.18		5.41
LIBRARIAN III	10,287.24	45.00	10,827.24	45.00	11,367.24	45.00	11,907.24	45.00	12,447.24	45.00	12,987.24
	857.27		902.27		947.27		992.27		1,037.27		1,082.27
	4.95		5.21		5.47		5.73		5.98		6.25
DIRECTOR	DETERMINED BY THE BOARD										

CHOCTAW NATION MULTI-COUNTY LIBRARY SYSTEM

PERSONNEL CLASSIFICATION

QUALIFICATIONS	CLASSIFICATION	POSITIONS
High School Education and Working Experience	Library Assistant I	Clerk-Clerk Typist-Branch Assistants-Janitor
Some College Preferred and Working Experience	Library Assistant II	Secretary-Bookkeeper-Branch Librarians Bookmobile Driver-Poteau Library Assistants-McAlester Floor Librarian
College Degree and/or Related Experience	Library Assistant III	Interlibrary Loan/Film Librarian-Mail-A-Book; McAlester Floor Librarian
Library Undergraduate Degree or College Degree with Library Credit Hours Plus Experience	Librarian (Para Professional)	Regional Co-ordinators-McAlester Assistant Librarian-McAlester Head Librarian
MLS Degree With No Experience	Librarian I	
MLS Degree and Minimum of 4 Years Experience	Librarian II	
MLS Degree and Extensive Experience	Librarian III	

APPENDIX V

CHOCTAW NATION MULTI-COUNTY LIBRARY SYSTEM

ACTIVITY REPORT

ADULT ACTIVITIES

Study and Discussion Groups---Two groups, Stigler and McAlester

Forums---"Limits to Freedom"

Book Reviews---Stigler and Poteau

Continuing Education---Choctaw Language classes, series of 12 sessions at McAlester (70 per)

---In-Service Training, cooperative venture with CNMCL and EODL

---Crocheting and Knitting lessons, Four branches involved, Instructed by senior citizen, librarian, and library patron

---Worked in cooperation with: Vo-tech Program
Mainstream
Manpower
Deca
Workstudy
Job Core
Ceta

Workshops and Demonstrations

---Story telling for Girl Scouts and assistant librarians involved with summer program, instructed by coordinator

---Indian yarn craft, instructed by outside resource person

---Art of keepsake books, instructed by library patron

---Outreach workshops, 3 held with nursing home officials and librarians attending

---Handpuppet workshop for interested adults, instructors Doris Cline and Susan Brown

---OLA demonstrations, paper mache', puppets, and story telling by illustration

Special Programs and Activities

---Indian and western artifacts lecture by Emery Rogers, McAlester

---Coffee for Senior Citizens, sponsors were Buckley Public and local board

Special Programs and Activities (Cont'd)

---Project Gentle Nudge, grant for Broken Bow, instructed by local teacher with assistance of coordinator

---Rape and rape prevention, outside resource person, sponsored by Buckley Public and local police

---UFO lectures, outside resource person, five LeFlore county branches involved

---Breast cancer seminar, outside resource person, sponsored by Buckley Public, local sorority, and Cancer Society

---Poteau High School stage band concert

Film Programs----------Nursing Home Activity Directors Workshops, one film program

---Haskell County Jail, one film program

---Family film nights, four branches involved

---Special holiday programs

---Parking lot silent film festival (for evenings), McAlester, attendance 1,000

Outreach to Shut-Ins--------Volunteer programs now started in each region in cooperation with area nursing homes. Regularly scheduled visits to shut-ins, nursing homes, and jails

Traveling Exhibits and Displays

System Sponsored ---Coal exhibit, relics of the coal mining industry were displayed in every library

---Old Bergen, six out-of-state art exhibits traveled throughout System

Locally sponsored ---Sample exhibits: South American artifacts; American Indian artifacts, dolls; local art; easter egg art; handmade jewelry; senior citizens' crafts; rare books; sea shells; old sheet music; etc.

CHILDREN ACTIVITIES

Summer Reading Program Promotions

---Special decorations, special games, book mark contests, turtle races, snake shows (7), magic shows (4)

Drama Presentations ---"Let's Pretend Players", II performances last summer and 12 performances this year (1974 and 1975 respectively)

Story Telling----------Regularly scheduled story hours at all branches. Some use volunteers such as Girl Scouts and FHA girls for story telling

Film Programs----------Films and filmstrips/cassettes are used for holiday programs, class visits, and on occasion for story hours

Puppet Shows----------Last summer 16 shows given by Service Center troupe. Christmas show (The Reluntant Christmas Tree) was seen by about 1,000 people. Muppets were invited to be part of Italian Festival entertainment and to appear in the McAlester United Fund Follies. A special adult level muppet show was presented during National Library Week for area nursing homes, senior citizens centers and civic clubs. Shows by McAlester childrens' librarian are given on almost regular basis. Talihina's Mis Construe conducts story hours, visits local civic clubs, and writes a weekly book review for the newspaper. A circulating Bi-centennial puppet show has been prepared and is now being used in each region. Wister children were instructed in the art of puppetry and made their own puppets for shows at the library. Muppets are called on to appear on local TV station frequently. They're also used to advertise different library programs. Branch librarians in Arkoma and Poteau have also adopted a muppet as mascot for their libraries and will be soon using them in programs.

School Visitations-----Librarians visit schools to publicize major programs such as summer reading, drama productions, etc.

MISCELLANEOUS ACTIVITY

---Parade floats--Christmas, Armed Forces Day, Rodeo--Hugo, Spiro, Broken Bow, McAlester

---Library booth at Stigler Reunion Days

---Muppet displays at Italian Festival

APPENDIX VI

A "Do-It-Yourself" Survey for the Small Library

From time to time a librarian and a library board must together look at their library objectively. This is necessary to determine the quality of services and facilities presently available and to determine the direction for improved and added services. This "survey" is kept brief and simple; it is aimed at providing a focus for librarian-board discussion of their operations. Whether one answers "yes" or "no" to a particular question becomes significant when the answer is supported by written library policies.

Should a librarian and library board wish to consider in depth a self study and a community study in order to relate the library to the needs of the community, the following two guides are basic:

"An Outline for Self-Study," Appendix A of Eleanor Phinney's Library Adult Education In Action, American Library Association, 1956.

Studying the Community: A Basis for Planning Library Adult Education Services. Library-Community Project Headquarters Staff of the American Library Association, 1960.

Source: Small Libraries Project, American Library Association; Supplement A to Pamphlet #14; Chicago, Illinois, 1962.

OUR BOARD

	Yes	No
1. Does our Board meet regularly each month?	____	____
2. Does each trustee attend board meetings regularly?	____	____
3. Is there active participation by each member?	____	____
4. Does the Board provide planned orientation for new members and know the length of term of each individual member?	____	____
5. Have by-laws been adopted?	____	____
6. Has our Board a written statement of the objectives of the library?	____	____
7. Are the members informed on provisions in charter, ordinances, and/or State laws applicable to the library?	____	____
8. Does our Board function as a policy-making body, delegating administration to the Librarian and staff?	____	____
9. Are there written policies on personnel, book selection, gifts, hours open, and extension of library services?	____	____
10. Is our librarian included in Board meetings, his report received at each meeting, and his recommendations considered in making decisions?	____	____
11. Does our Board report regularly to the appropriating body and to the community, with statistical, financial, and human interest facts?	____	____
12. Has our Board prepared a long-range plan for library development?	____	____
13. Is our Board acquainted with the aid available from our extension agency?	____	____

OUR BUDGET

	Yes	No
1. Is our budget prepared annually in time to submit it to the appropriating body when it begins budget consideration?	____	____
2. Is our budget estimate based on current year's expenditures, plus cost changes, expanded service, standards of good service, and our library's objectives?	____	____
3. Does our Board take advantage of economies possible through cooperation with other libraries?	____	____
4. Do the Board members go before the appropriating body with the Librarian and present the budget estimate, with a carefully prepared "justification" and graphic aids?	____	____
5. Is the support of individuals and groups enlisted in securing approval of the budget request?	____	____
6. Are other possible sources of income explored and utilized fully, e.g., gifts, endowments, State Aid?	____	____
7. Is a systematic accounting of funds maintained by the Librarian?	____	____

OUR BUILDING

		Yes	No
1.	Is our building at street level on a site convenient for the public?	____	____
2.	Is its outside appearance inviting and in good repair?	____	____
3.	Do we have a book slot or box for return of books when the library is closed?	____	____
4.	Does the library have an attractive sign giving name and hours open?	____	____
5.	Is its interior appearance inviting, functional, and in good repair?	____	____
6.	Is reading room space provided for adults, young people, children?	____	____
7.	Is suitable and adequate work space for staff provided?	____	____
8.	Is our furniture functional, pleasing in appearance, and in good condition?	____	____
9.	Does our shelving conform to standard library specifications, including adjustable shelves?	____	____
10.	Is our building comfortable as to lighting, heating, and air-conditioning as required by the climate?	____	____
11.	Is there an attractive, well-placed, public bulletin board?	____	____

OUR STAFF

	Yes	No
1. Is our Librarian enthusiastic, efficient, and friendly, and does he know the community?	____	____
2. Does the staff show that public relations is the job of each member through helpful, friendly, and competent service to every patron?	____	____
3. Does he have the requisite training and experience?	____	____
4. Is it unnecessary for him to use his own time to carry the work load?	____	____
5. Is sufficient help provided to carry on the work of the library?	____	____
6. Are our salaries comparable to those paid in our community for comparable work, and also to the scale in other libraries of comparable size?	____	____
7. Does our staff have vacation and sick leave with pay, and an opportunity to participate in social security, retirement, and a hospitalization plan?	____	____
8. Does our staff have comfortable working conditions as to light, heat, ventilation, work, and rest rooms?	____	____
9. Is our staff encouraged and helped to get in-service training through paid time and travel expenses to attend professional meetings and workshops and take extension courses in library science?	____	____
10. Does our library subscribe to professional magazines and provide staff members time to read and discuss them?	____	____
11. Does our Librarian actively relate the library to community activities by taking part on programs, working with club program planners, etc.?	____	____

OUR BOOKS AND MATERIALS

	Yes	No
1. Is there a written book selection policy as to the types of books and materials which our library procures by purchase and accepts as gifts?	____	____
2. Is our book collection classified, labeled, and shelved according to an organized plan?	____	____
3. Does our book collection provide for the needs and interests of all ages: adults, young people, and children?	____	____
4. Does our book collection for adults and young people include both fiction and non-fiction, with emphasis on informational materials?	____	____
5. Are our book selections made from reliable book selection aids for each age group, e.g., Booklist, Standard Catalog for Public Libraries, Children's Catalog?	____	____
6. Is our acceptance of gift books on the same selection basis as for purchased books?	____	____
7. Does the Librarian purchase books each month to maintain a regular flow of material?	____	____
8. Is our book collection kept clean and in good repair?	____	____
9. Is the quality of our book collection maintained by regular "weeding" of worn-out, unused, and out-of-date books?	____	____
10. Has our collection been "weeded" within the past two years?	____	____
11. Are books selected by our Librarian and staff, and consideration given to requests of patrons?	____	____
12. Is there at least an accurate shelf-list of the book collection maintained for use in selection and inventory?	____	____
13. Is an accurate record kept of the number of books, additions, and withdrawals?	____	____

OUR LIBRARY'S SERVICES

	Yes	No
1. Does our library serve all parts of the community--geographic economic, educational, occupational, social, religious, etc.?	____	____
2. Does our library serve as the community information center as well as a source of recreational materials?	____	____
3. Does our Librarian give individual readers assistance in finding what they need and in motivating reading of all age groups?	____	____
4. Is help given to clubs in program planning?	____	____
5. Is assistance given to organizations in obtaining films for program use?	____	____
6. Do we help patrons by keeping borrowing routines simple, maintaining telephone reference service, and having the library open when it is needed, including night hours if needed?	____	____
7. Are there children's story hours and reading programs?	____	____
8. Are there timely exhibits and displays in the library?	____	____
9. Does our Librarian borrow through interlibrary loans to supply informational needs not covered by our book stock?	____	____
10. Is service extended outside the library through deposit stations and service to hospitals, shut-ins, jails?	____	____
11. Do we let our community know of our services through regular and frequent use of newspapers, radio, TV, direct telephone contact, exhibits outside the library, and other publicity?	____	____
12. Are the library's hours in the newspaper every week?	____	____
13. Is there a community-wide observance of National Library Week and Children's Book Week?	____	____
14. Are the monthly and annual reports made the subjects of news stories in local papers?	____	____
15. Do we maintain close relations with other libraries of the community, e.g., school libraries, church libraries, etc.?	____	____
16. Do we report our statistics regularly and accurately to the state library extension agency as requested?	____	____
17. Do we make use of the consultant and advisory service of our state library extension agency?	____	____

----Adapted with permission from a publication of the Texas State Library.